(date)

MODEL STATEMENT OF WORK FOR REMEDIAL DESIGN OVERSIGHT

_____ SITE, _____ COUNTY, _____ STATE

ATTACHMENTS

Points for the WAM/RPM to consider in preparing the Statement of Work for Remedial Design Oversight:

The purpose of this Statement of Work is twofold:

1. **To tell the contractor what you want done.** Be as specific as possible in describing what you want the contractor to do. The contractor will write a work plan and budget describing how and at what cost the requirements will be met and ultimately will be responsible for performing those requirements. Whenever there is an absolute requirement (e.g., that the contractor prepare the QAPP in accordance with QAMS-005/80, December 29, 1980), state it. Add the attachments to the SOW: (1) Summary of Major Submittals for the Remedial Design at _____(Site), (2) Work Breakdown Structure, and (3) Transmittal of Documents for Acceptance by EPA.

2. **To give the contractor a work breakdown structure for recording costs.** Work plan costs and final costs of different RD oversight projects can be compared and analyzed with a work breakdown structure.

Use of a Work Breakdown Structure (WBS)
1. A WBS has been developed for this model work assignment so EPA may track the initial and final costs of each element used for preparing future cost estimates. The WBS is, essentially, the outline for this work assignment and is included as SOW Attachment 2 .

2. If an element is not used, do not change the numbering system; instead, insert "not used" or "N/A" after the element number after deleting the text for that element.

3. For the items used for a given project, additional descriptions (e.g., type of samples and estimated number) should be added in order for the contractor and RPM/WAM to develop estimated costs on a common basis.

6.0 Introduction

.0.1 Site Description

Provide a brief site description that contains information relative to RD oversight planning and implementation such as location, operational history, remedial response history, waste types, quantities, and milestones specified within the ROD.

.0.2 Purpose

The purpose of this work assignment is to obtain contractor support for the oversight of the remedial design (RD) at the _____(site). Implementation of the RD shall be performed by the Potentially Responsible Parties (PRPs). The estimated completion date for this work assignment is _____.

.0.2.1 Description of the RD

Describe the specific RD for which oversight is required. Provide a summary of the general response objectives, description of the remedy, and expected period of performance of the RD.

.0.2.2 Objectives of Oversight. The primary objective of PRP oversight is to ensure that the remedies specified in the RD and used in the remedial action (RA) protect public health and the environment during the life of the project and are implemented in compliance with the terms of the Settlement Agreement. Oversight meets its objectives by observing and documenting that the PRP has complied with all applicable laws, regulations, and requirements, and has met all performance standards specified in the Settlement Agreement.

.0.3 General Requirements

.0.3.1 The contractor shall conduct the RD Oversight in accordance with this Statement of Work (SOW) and to ensure consistency with the ROD issued on _____ (date), the Consent Decree, the *Remedial Design/Remedial Action (RD/RA) Handbook* (U.S. EPA Office of Solid Waste and Emergency Response (OSWER), 9355.0-04B, EPA 540/R-95/059, June 1995) and all other guidance used by EPA in conducting an RD/RA. See references listed in Attachment 3. The primary contact for this work assignment is _____, Tel. _____; the secondary contact is _____, Tel. _____.

.0.3.2 A summary of the major deliverables and the schedule for submittal is attached. See Attachment 1. The contractor shall submit the major deliverables using the form Transmittal of Documents for Acceptance by EPA, Attachment 4.

The attachments to this model SOW may be copied and completed for a given RD. Attachment 4 is a form for use by the contractor in the transmittal of documents to EPA. Attachment 5 is a transmittal register log for use by the WAM/RPM in tracking documents submitted by the contractor.

.0.3.3 Specifically, the RD involves the design of _____.

.0.3.4 The contractor shall furnish all necessary and appropriate personnel, materials, and services needed, or incidental to, performing and completing the RD oversight.

.0.3.5 A list of primary guidance and reference material is attached. See Attachment 2. In all cases, the contractor shall use the most recently issued guidance.

.0.3.6 The contractor shall maintain oversight files as specified in the contract and by the Work Assignment Manager or Remedial Project Manager (WAM/RPM). The WAM/RPM may periodically audit the site files and record-keeping procedures.

.0.3.7 The contractor shall communicate at least weekly with the WAM/RPM, either in person or through conference calling, to report on oversight progress.

.0.3.8 The contractor shall notify the WAM/RPM when 75 percent and when 95 percent of the approved work assignment budget has been expended.

.0.3.9 The contractor shall document all decisions that are made in meetings and conversations with EPA or the PRP. The contractor shall forward this documentation to the WAM/RPM within 2 working days of the meeting or conversation.

It is the WAM's responsibility to document fully all decisions made. The contractor's documentation is used for confirmation only.

.0.3.10 EPA will provide oversight of contractor activities throughout the RD oversight efforts. EPA review and approval of the contractor's deliverables is a tool to assist this process and to satisfy, in part, EPA's responsibility to provide effective protection of public health, welfare, and the environment during the Contractor's oversight of the PRP's remedial activities. EPA will review the deliverables prepared during the oversight to assess the likelihood that the RD will achieve its remediation goals and that all performance requirements applicable to the

_____.

RD have been correctly identified and implemented. However, acceptance of deliverables by EPA does not relieve the contractor of responsibility for the adequacy of the deliverable.

.0.4 Oversight Official

The contractor shall designate one or more Oversight Officials to work directly with the WAM/RPM during the RD oversight. The Oversight Official(s) is (are) the individual(s) responsible under this Statement of Work for providing technical support in monitoring PRP compliance with the Settlement Agreement.

.0.5 Equipment Transfer

At the completion of the work assignment, the contractor shall transfer all equipment purchased with contract funds to the EPA Equipment Coordinator in accordance with the contract.

.0.6 Project Closeout

At the completion of the work assignment, the contractor shall perform all necessary project closeout activities as specified in the Contract. These activities may include closing out any subcontracts, indexing and consolidating project records and files as required in 6.0.3.6 above, and providing a technical and financial closeout report to EPA.

The task structure that follows has been drafted to support the development of a comprehensive RD Oversight SOW to execute a well-defined RD, but can be tailored to support a phased RD SOW to which amendments will be made over the project life cycle as more specific requirements for RD oversight activities are determined.

6.1 Project Planning and Support

.1.1 Project Planning. This task includes efforts related to project initiation.

.1.1.1 Attend Scoping Meeting. The contractor shall attend a scoping meeting to be held at the EPA Regional Office before or concurrent with developing the oversight Work Plan.

The location of meetings (and approximate number of contractor attendees) should be specified for cost-estimating purposes.

.1.1.2 Conduct Site Visit. The contractor shall conduct a 1-day site visit with the EPA WAM/RPM during the project planning phase to develop a conceptual understanding of the site and the RD scope and requirements. A Health and Safety Plan (HASP) is required for the site visit. The contractor shall prepare a letter report that documents all EPA, contractor, and site personnel present at the visit; all decisions made during the visit; any action items assigned, including person responsible and due date; any unusual occurrences during the visit; and any portions of the site that were not accessible to the contractor and the impact of this on oversight of the remedial design. This report shall be submitted to the EPA WAM/RPM within 10 calendar days of the site visit.

.1.1.3 Evaluate Existing Information. The contractor shall obtain, copy (if necessary), and review available information pertaining to the site from EPA. The contractor shall evaluate the existing data and documents, including the Record of Decision (ROD), the Consent Decree (CD), the PRP Work Plan for the RD/RA, and other data and documents as directed by EPA. The specific documents to be reviewed are listed in Attachment 3.

The RPM will create an attachment to this SOW that lists site-specific information that the contractor may use in oversight of the remedial design (see Chapter 3 of the Guidance for Scoping the Remedial Design). To streamline this task and control expenses, limit the review to documents that help the contractor to scope the project accurately and optimize oversight tasking. Specify reports and other documentation that establish the nature and extent of contamination: a summary of risk(s), a list of cleanup targets, and the basis for design. At a minimum, this should include the ROD, the CD, and the PRP work plan. Additional documents that may be appropriate include the Remedial Investigation/Feasibility Study (RI/FS), Focused Feasibility Studies (FFS), State documentation, applicable or relevant and appropriate requirements (ARARs), evaluations, hydrogeological information, and other material located in the site file.

.1.1.4 (Not Used)

.1.1.5 Develop RD Oversight Work Plan

(1) Develop Draft Oversight Work Plan. The contractor shall prepare and submit a Draft RD Oversight Work Plan within 30 calendar days after initiation of the work assignment (WA). The contractor shall use information from the EPA-approved PRP Work Plan, appropriate guidance, and direction provided by the EPA WAM/RPM as the basis for preparing the RD Oversight Work Plan. RD oversight work must be coordinated and properly sequenced with EPA and PRP RD activities. Submit the original to the Contracting Officer (CO), one copy to the Project Officer (PO), and one copy to the WAM/RPM.

1. The RPM/WAM should verify the draft and final work plan submittal timeframes with the PO.

2. Additional copies of the work plan can be submitted to the WAM/RPM, if specified, for distribution to other technical staff.

(a) Develop Narrative. The RD Oversight Work Plan shall include a comprehensive description of project tasks, the procedures to accomplish them, quality assurance/quality control (QA/QC) systems and project-specific QA/QC procedures to be followed, project documentation, and project schedule. Specifically, the Work Plan shall include the following:

- Identification of RD project elements and the associated oversight tasking including review of PRP planning, design, and activity reporting documentation; field sampling and analysis activities, and treatability study activities. Output of this task will be a detailed work breakdown structure of the RD oversight project.
- The contractor's technical and management approach to each task to be performed, including a detailed description of each task; the assumptions used; the identification of any technical uncertainties (with a proposal for the resolution of those uncertainties); the information needed for each task; any information to be produced during and at the conclusion of each task; and a description of the work products that will be submitted to EPA. Information

shall be presented in a sequence consistent with the work breakdown structure format defined in the standard WBS. See Attachment ___.

- A schedule with specific dates for the start and completion of each required activity and submission of each deliverable required by this SOW. (See Attachment 1 for format.) This schedule shall also include information regarding timing, initiation, and completion of all critical path milestones for each activity and deliverable and the expected review time for EPA.
- A project communications and management plan, including a data management plan and contractor reporting requirements, such as meetings and presentations to EPA at the conclusion of major phases of the project. The data management plan shall address the requirements for project management systems including tracking, storing, and retrieving data and also shall identify software to be used, minimum data requirements, data format, and backup data management. The plan shall address both data management and document control for all oversight activities conducted during the RD.

The WAM/RPM should consider issuing the RD oversight WA in phases and modifying the SOW for funding as more information is available. This will enable the WAM/RPM to prepare a more detailed and accurate SOW and IGCE for each tasked phase.

The oversight contractor may be tasked to conduct oversight activities in the following steps:

1. Review documents, including the PRP work plan, to develop the oversight work plan. If the PRP work plan is unavailable, then the WAM/RPM may want to task the contractor to review background information and to provide general startup support.

2. Develop the oversight work plan.

3. Modify the scope of work for funding to include RA oversight activities.

(b) Develop Cost Estimate. The contractor's estimated cost to complete the work shall be broken down into the Level of Effort (by P-level) and cost for each element of the Work Breakdown Structure (Attachment 2) and submitted to EPA on disk.

(c) Perform Internal QA and Submit Draft Oversight Work Plan

(2) Prepare Final Oversight Work Plan

(a) Attend Negotiation Meeting. The contractor shall attend a Work Plan negotiation meeting at the Region ___ office. EPA and the Oversight Contractor will refine the SOW requirements and funding issues related to the Oversight Work Plan.

(b) Modify Draft Oversight Work Plan and Cost Estimate

If the RD project is implemented using a phased approach to develop additional information throughout the RD phase, the WAM/RPM should specify the anticipated number of modifications and, to the extent possible, the scope of the modification(s).

Examples:
1. If the extent of contamination is not fully defined, indicate that the length of field work is not fully delineated and a modification may be required to accommodate this unquantified field element.

2. If treatability testing is ongoing and may significantly affect RD activities, but oversight is required for treatability activities, specify that the RD Oversight Work Plan will be completed in multiple phases

(c) Perform Internal QA and Submit Final Oversight Work Plan within 15 days after receipt of EPA comments on the draft work plan.

.1.1.6 Review PRP Plans. The contractor shall review the following PRP-developed work plans for conformance with applicable EPA standards and guidance (see also Task 6.7 for review instructions) and provide written review comments to the WAM/RPM.

(1) Review PRP Site Management Plan
  (a) Review PRP Pollution Control & Mitigation Plan
  (b) Review PRP Transportation and Disposal (of site-derived wastes) Plan
(2) Review PRP Health and Safety Plan
(3) Review PRP Sampling and Analysis Plan (Chemical Data Acquisition Plan)
  (a) Review PRP Quality Assurance Project Plan (QAPP)
  (b) Review PRP Field Sampling Plan (FSP)
  (c) Review PRP Data Management Plan
(4) Review Other PRP Plan(s)

.1.2 Preparation of Site-Specific Plans

.1.2.1 (Not used)

.1.2.2 Develop Health and Safety Plan. Prepare a site-specific HASP that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with 29 CFR 1910.120 1(1) and (1)(2). Whenever possible, use the HASP developed for the Remedial Investigation/Feasibility Study (RI/FS) in preparing the HASP for the RD.

1. The HASP may not constitute an Emergency Response Plan. Site conditions may warrant a separate deliverable.

2. EPA does not approve the contractor's HASP, but reviews it to ensure that it is complete and adequately protective.

.1.2.3 Develop Sampling and Analysis Plan (Chemical Data Acquisition Plan). Prepare an FSP that defines the oversight sampling and information-collection methods that shall be used for the project. It shall include sampling objectives; sample locations and frequency; sampling equipment and procedures; sample handling and analysis; and which samples are to be analyzed through the Contract Laboratory Program (CLP), which through other sources, and the justification for those decisions. The FSP shall be written so that a field sampling team unfamiliar with the site would be able to gather the samples and field information required. The FSP developed for the RI/FS should be used whenever possible in preparing the FSP for the RD oversight activities.

1. Depending on the complexity of the sampling effort needed to support the RD, the FSP and QAPP can be combined into a single Sampling and Analysis Plan (SAP).

2. Minimize FSP preparation costs by requiring the oversight contractor to utilize the RI/FS FSP as a reference during the development of its sampling plan.

(1) Quality Assurance Project Plan. Prepare a QAPP in accordance with QAMS-005/80 (December 29, 1980). The QAPP shall describe the project objectives and organization, functional activities, and QA/QC protocols that shall be used to achieve the desired Data Quality Objectives (DQOs). The DQOs shall, at a minimum, reflect use of analytical methods for identifying contamination and addressing contamination consistent with the levels for remedial action objectives identified in the National Contingency Plan.

(2) Field Sampling Plan. The contractor shall prepare an FSP that defines the oversight sampling and information-collection methods that shall be used for the project. It shall include sampling objectives; sample locations and frequency; sampling equipment and procedures; sample handling and analysis; and description of which samples are to be analyzed through the CLP, which through other sources, and the justification for those decisions. The FSP shall be written so that a field sampling team unfamiliar with the site would be able to gather the samples and field information required. The FSP developed for the RI/FS should be used whenever possible in preparing the FSP for the RD/RA Oversight activities.

(3) Data Management Plan

1.2.4 Other Plan(s)

.1.3 Project Management

The contractor shall perform general work assignment management including management and tracking of costs, preparation of Monthly Progress Reports, attendance at project meetings, and preparation and submittal of invoices.

If the contractor finds that the RA being designed differs significantly from the ROD, the construction or implementation is not consistent with the design, requirements delineated within the Consent Decree are not being met, or that there are compliance issues with applicable or relevant and appropriate requirements (ARARs) at any point in the process, the contractor shall notify the WAM/RPM immediately to describe the issue. The contractor shall then recommend technical solutions in a memorandum ASAP.

.1.3.1 Prepare Periodic Status Reports. The contractor shall prepare monthly progress reports.

(1) Document Cost and Performance Status. The contractor shall document the status of each task and report costs and Level of Effort (by P-level) expended to date.

(2) Prepare and Submit Invoices

.1.3.2 Participate in Meetings and Communicate Routinely. The contractor shall attend project meetings, provide documentation of meeting results, and shall contact the WAM/RPM by telephone on a weekly basis to report project status.

.1.3.3 (Not used)

.1.3.4 (Not used)

.1.3.5 (Not used)

.1.3.6 Manage, Track, and Report Equipment Status

.1.3.7 Work Assignment Closeout

.1.4 Subcontract Procurement and Support Activities

.1.4.1 Identify and Procure Subcontractors

(1) (Not used)—Drilling Subcontractor

(2) (Not used)—Surveying Subcontractor

(3) (Not used)—Geophysical Subcontractor
(4) (Not used)—Site Preparation Subcontractor
(5) Analytical Services Subcontractor(s)
(6) (Not used)—Waste Disposal Subcontractor
(7) (Not used)—Treatability Subcontractor(s)
(8) Other(s)

.1.4.2 Develop Subcontractor QA Program

.1.4.3 Perform Subcontract Management

6.2 Community Relations

This task includes efforts related to the update and implementation of the Community Relations Plan (CRP) for the site. The contractor shall provide community relations support to EPA throughout the RD in accordance with *Community Relations in Superfund — A Handbook*, June 1988. Community relations shall encompass the following subtasks:

> Listed below are a number of possible community relations activities the WAM/RPM may require. The WAM/RPM should determine the community relations activities the PRP is conducting and coordinate to the extent practical to avoid duplication of effort.

.2.1 Develop Community Relations Plan

.2.1.1 Conduct Community Interviews

.2.1.2 Update CRP. The contractor shall update the RI/FS CRP to address community relations requirements during the RD.

(1) Draft CRP
(2) Final CRP

.2.2 Prepare Fact Sheets

The contractor shall prepare a fact sheet to inform the public about activities related to the final design, a schedule for the RD and later for the RA, activities to be expected during construction, provisions for responding to emergency releases and spills, and any potential inconveniences such as excess traffic and noise that may affect the community during onsite activities.

.2.3 Public Hearing, Meetings, and Availability Support

The contractor shall prepare presentation materials and provide support as needed for public meetings. The contractor shall assist in communication and coordination with local agencies. The contractor shall attend citizen advisory group meetings

> The number and location of anticipated public meetings should be identified in the SOW for cost estimating purposes.

.2.3.1 Technical Support. The contractor shall prepare technical input to news releases, briefing materials, and other community relations vehicles.

.2.3.2 Logistical and Presentation Support

.2.3.3 Writing and Placement of Public Notice Support

.2.4 Maintain Information Repository/Mailing List

The contractor shall maintain a repository of information on activities related to the RD as described in Appendix A.8, page A-19, of *Community Relations in Superfund—A Handbook*, June 1988. The contractor shall also maintain and update mailing lists to ensure that all companies, persons, and/or agencies are notified of site activities and scheduled public meetings as required.

The WAM/RPM should specify the format for submissions if there are Region-specific or other requirements.

6.3 Data Acquisition Oversight

This task involves oversight of work efforts related to sampling during both RD and RA. The purpose of the sampling is to compare results with PRP data. The planning for this task is accomplished in Task 6.1, Project Planning, whereby all of the necessary plans required to collect the field data are determined and arranged. This task begins with EPA's approval of the FSP prior to RD and ends with the demobilization of field personnel and equipment from the site after RA is complete.

The contractor shall perform the following field activities or a combination of activities for the data acquisition effort in accordance with the EPA-approved FSP and QAPP developed in Task 6.1:

Before beginning field activities, consider specifying a kickoff meeting with all principal personnel to clarify objectives and communication channels to ensure the efficient use of available funds.

.3.1 Mobilization and Demobilization Oversight
The contractor shall oversee procurement of the necessary personnel, equipment, and materials for efficient mobilization and demobilization to and from the site.
.3.1.1 (Not used)
.3.1.2 Mobilization Oversight
(1) (Not used)
(2) Installation of Utilities
(3) Construction of Temporary Facilities
(a) Construct Decontamination Facilities
(b) Construct Sample or Derived Waste Storage Facility
(c) Construct Field Offices
(d) Construct Mobile Laboratory
(e) Construct Other Temporary Facilities
.3.1.3 Demobilization Oversight
(1) Removal of Temporary Facilities
(2) Site Restoration

.3.2 Perform Field Investigation Oversight
The contractor shall collect a percentage of split samples for analysis during RD. Split sampling during RD is required for comparison with the remediation contractor's data.

The WAM/RPM should specify the expected written and/or photographic documentation to be recorded in the field as well as the type of field activity reports expected by the RPM, the frequency, and the required distribution (RPM, State representative, etc.).

Ensure the proper management of samples by the PRP, including accurate chain-of-custody procedures for sample tracking, protective sample-packing techniques, and proper sample-preservation techniques. Ensure that the PRP characterizes and disposes of investigation-derived wastes in accordance with local, State and Federal regulations as specified in the FSP (see the Fact Sheet *Guide to Management of Investigation-Derived Wastes*, 9345.3-03FS, January 1992).
.3.2.1 Perform Site Reconnaissance Oversight
(1) Ecological Resources Reconnaissance

(2) Well Inventory
(3) Residential Well Sampling
(4) Land Survey
(5) Topographic Mapping
(6) Field Screening

.3.2.2 Perform Geological Investigations Oversight (Soils and Sediments)

.3.2.3 Perform Air Investigations Oversight

.3.2.4 Perform Hydrogeological Investigations Oversight—Ground Water
(1) Well Systems Installation
(2) Sample Collection
(3) Samples collected during drilling (e.g., hydro punch or equivalent)
(4) Tidal Influence Study
(5) Hydraulic Tests (Pump Tests)
(6) Ground-Water Elevation Measurement

.3.2.5 Perform Hydrogeological Investigations Oversight—Surface Water

.3.2.6 Perform Waste Investigation Oversight

.3.2.7 Perform Geophysical Investigation Oversight

.3.2.8 Perform Ecological Investigation Oversight

.3.2.9 Perform Contaminated Building Samples Oversight

.3.2.10 Perform Disposal of Investigation-Derived Waste Oversight

.3.2.11 Perform Prepare Data Acquisition Oversight Reports

6.4 Analysis of Split Samples

.4.1 Perform Screening-Type Laboratory Sample Analysis

.4.1.1 Analyze Air and Gas Samples
(1) Organic
(2) Inorganic
(3) Radiochemistry

.4.1.2 Analyze Ground-Water Samples
(1) Organic
(2) Inorganic
(3) Radiochemistry

.4.1.3 Analyze Surface-Water Samples
(1) Organic
(2) Inorganic
(3) Radiochemistry

.4.1.4 Analyze Soil and Sediment Samples
(1) Organic
(2) Inorganic
(3) Radiochemistry

.4.1.5 Analyze Waste (Gas) Samples
(1) Organic
(2) Inorganic
(3) Radiochemistry

.4.1.6 Analyze Waste (Liquid) Samples
(1) Organic
(2) Inorganic
(3) Radiochemistry

.4.1.7 Analyze Waste (Solid) Samples
(1) Organic
(2) Inorganic

(3) Radiochemistry

.4.1.8 Analyze Biota Samples

(1) Organic

(2) Inorganic

(3) Radiochemistry

.4.1.9 Analyze Bioassay Samples

.4.1.10 Perform Bioaccumulation Studies

.4.2 CLP-Type Laboratory Sample Analysis

The contractor shall request CLP analytical services in accordance with procedures outlined in the *User's Guide to the Contract Laboratory Program*, EPA, December 1986.

.4.2.1 Analyze Air/Gas Samples

(1) Organic

(2) Inorganic

(3) Radiochemistry

.4.2.2 Analyze Ground-Water Samples

(1) Organic

(2) Inorganic

(3) Radiochemistry

.4.2.3 Analyze Surface-Water Samples

(1) Organic

(2) Inorganic

(3) Radiochemistry

.4.2.4 Analyze Soil and Sediment Samples

(1) Organic

(2) Inorganic

(3) Radiochemistry

.4.2.5 Analyze Waste (Gas) Samples

(1) Organic

(2) Inorganic

(3) Radiochemistry

.4.2.6 Analyze Waste (Liquid) Samples

(1) Organic

(2) Inorganic

(3) Radiochemistry

.4.2.7 Analyze Waste (Solid) Samples

(1) Organic

(2) Inorganic

(3) Radiochemistry

.4.2.8 Analyze Biota Samples

(1) Organic

(2) Inorganic

(3) Radiochemistry

.4.2.9 Analyze Bioassay Samples

.4.2.10 Perform Bioaccumulation Studies

6.5 Analytical Support and Data Validation of Split Samples

The contractor shall arrange for the analysis and validation of environmental split samples collected. The sample analysis and validation task begins with reserving sample slots in the CLP and the completion of the RD field sampling program. This task ends with contractor validation of the analytical data received from the laboratory. The contractor shall perform the following activities or combination of activities to analyze and validate test results:

.5.1 Prepare and Ship Environmental Samples
- .5.1.1 Ground-Water Samples
- .5.1.2 Surface and Subsurface Soil Samples
- .5.1.3 Surface-Water and Sediment Samples
- .5.1.4 Air Samples
- .5.1.5 Biota Samples
- .5.1.6 Other Types of Media Sampling and Screening

.5.2 Coordinate With Appropriate Sample Management Personnel

.5.3 Implement EPA-Approved Laboratory QA Program

.5.4 Provide Sample Management (chain of custody, sample retention, and data storage)

.5.5 Perform Data Validation

The contractor shall perform appropriate data validation to ensure that the data are accurate and defensible. Complete the necessary summary tables, validation worksheets, and DQO summary forms.

For the RD, full data validation procedures are usually not necessary. The WAM/RPM may want to specify the level of data validation required.

- .5.5.1 Review Analysis Results Against Validation Criteria
- .5.5.2 Provide Written Documentation of Validation Efforts

Implement quality control procedures to ensure the quality of all reports and submittals to EPA.

The WAM/RPM should specify the format for submissions if there are Region-specific or other specific requirements.

6.6 Data Evaluation of Split Samples

This task involves comparison of the PRP's data that will be used in the remedial design effort with data resulting from the analysis of split samples. Data evaluation begins with the receipt of analytical data from the data acquisition task and ends with the submittal of a Data Evaluation Summary Report. Specifically, the contractor shall compare, evaluate, interpret, and tabulate data in an appropriate presentation format for final data tables.

.6.1 Data Useability Evaluation and Field QA/QC

.6.2 Data Reduction, Tabulation, and Evaluation
- .6.2.1 Evaluate Geological Data (Soils and Sediments)
- .6.2.2 Evaluate Air Data
- .6.2.3 Evaluate Hydrogeological Data—Ground Water
- .6.2.4 Evaluate Hydrogeological Data—Surface Water
- .6.2.5 Evaluate Waste Data
- .6.2.6 Evaluate Geophysical Data
- .6.2.7 Evaluate Ecological Data

.6.3 Modeling
- .6.3.1 Contaminant Fate and Transport
- .6.3.2 Water Quality
- .6.3.3 Ground Water
- .6.3.4 Air
- .6.3.5 Other Modeling

.6.4 Develop Data Evaluation Report

The contractor shall evaluate and present results in a Data Evaluation Summary Report to submit to the WAM/RPM for review and approval. The report will include a comparison of the split sample data collected with PRP data. After the WAM/RPM's review, attend a meeting with EPA to discuss data evaluation results and next steps.
Implement quality control procedures to ensure the quality of all reports and submittals to EPA. These procedures shall include, but are not limited to, internal technical and editorial review; and the documentation of all reviews, the problems identified, and corrective actions taken.

The WAM/RPM should specify that the contractor prepare and submit a Technical Memorandum to the WAM/RPM if new analytical data needs or significant data problems are identified during the evaluation.

6.7 Review of PRP Remedial Design Documents

This task involves work efforts to review PRP RD submittals. The contractor shall perform reviews to focus on the technical and engineering merit. Letter reports will be submitted upon the completion of each
review by the oversight contractor within 21 calendar days of the start of the review, identifying specific issues and suggested corrective action. The following factors are to be considered during the review of all PRP submittals:

- Technical requirements of the ROD, Unilateral Administrative Order (UAO), Administrative Order of Consent (AOC), CD, and compliance with ARARs
- Standard professional engineering practices
- Applicable statutes, EPA policies, directives, and regulations (see Attachment 3)
- Spot checking design calculations to assess accuracy and quality of design activities
- Examination of planning and construction schedules for meeting project completion goals

The oversight contractor shall review the PRP-prepared planning, predesign, and design project documentation to ensure professional quality, technical accuracy, compliance with the PRP RD Work Plan, the ROD and Consent Decree, CERCLA, and all ARARs.

.7.1 Review PRP Remedial Design Documents

.7.1.1 Review Preliminary Design

(1) Project Delivery Strategy and Scheduling
(2) Preliminary Construction Schedule
(3) Specifications Outline
(4) Preliminary Drawings
(5) Basis of Design Report/Design Analysis
(6) Preliminary Cost Estimate
(7) PRP Description of Variances with ROD
(8) PRP Response to Design Review Comments
(9) Participate in Preliminary Design Review/Briefing

.7.1.2 Review (PRP Remedial) Intermediate Design Documents

(1) Construction Schedule
(2) Preliminary Specifications
(3) Intermediate Drawings
(4) Basis of Design Report/Design Analysis
(5) Revised Cost Estimate
(6) PRP Description of Variances with ROD
(7) PRP Response to Design Review Comments
(8) Participate in Intermediate Design Review/Briefing

.7.1.3 Review Prefinal/Final Design

(1) Prefinal Design Specifications
(2) Prefinal Drawings
(3) Basis of Design Report/Design Analysis
(4) Revised Cost Estimate
(5) Final Design Submittal
(6) Participate in Prefinal/Final Design Review
(7) Subcontract Award Document(s)
(8) Biddability (Offerability) and Constructability Reviews
(9) Revised Project Delivery Strategy

.7.2 (Not used)

6.8 Technical Meeting Support

This task includes work efforts related to attendance at and documentation of meetings with EPA, PRPs, the PRP contractor, and the State Agency. The contractor shall attend meetings and provide documentation of meeting results. Within ___ days after a meeting, the contractor will submit to the WAM/RPM a written report summarizing the meeting results. Meetings may be scheduled to coincide with the following specific milestones during the RD/RA:

- At PRP RD Work Plan Review
- At Design Submittal Reviews
- Before initiating onsite field sampling and treatability study during design
- At completion of all sampling during design

6.9 Work Assignment Closeout

.9.1 Return Documents to Government
.9.2 Duplicate, Distribute, and Store Files
.9.3 Archive Files
.9.4 Prepare Microfiche, Microfilm, and/or Optical Disk
.9.5 Prepare Closeout Report. The contractor shall include a breakdown on disk of final costs and Level of Effort (by P-level) in the same detail and format as the Work Breakdown Structure (Attachment 2).

Attachment 1
Summary of Major Submittals for the Remedial Design Oversight at
_____(Site)

TASK	DELIVERABLE	REF NO.*	NO. OF COPIES	DUE DATE (calendar days)	EPA REVIEW PERIOD
6.1.1.2	Site Visit Report		3	10 days after site visit	7 days after receipt of report
6.1.1.5	Draft RD Oversight Work Plan		3	30 days after initiation of work assignment (WA)	21 days after receipt of Work Plan
6.1.1.5	Final RD Oversight Work Plan		3	15 days after receipt of EPA comments	NA
6.1.1.6	Comments on Reviews of PRP Plans	5 8 19 21 36	3	21 days after receipt of work plans from EPA	NA
6.1.2.2	Draft HASP	36 19	3	30 days after initiation of WA	21 days after receipt of HASP
6.1.2.3(1)	Draft QAPP	21 8	3	30 days after initiation of WA	21 days after receipt of QAPP
6.1.2.3(2)	Draft FSP	5	3	30 days after initiation of WA	21 days after receipt of FSP
6.1.2.2	Final HASP	36 19	3	15 days after receipt of EPA comments	NA
6.1.2.3(1)	Final QAPP	21 8	3	15 days after receipt of EPA comments	NA
6.1.2.3(2)	Final FSP	5	3	15 days after receipt of EPA comments	NA
6.2.1	Draft Revised CRP	4	3	(#) days after initiation of WA	14 days after receipt of revised CRP
6.2.1	Final Revised CRP	4	3	(#) days after receipt of EPA comments	NA

Attachment 1
Summary of Major Submittals for the Remedial Design Oversight at _____(Site) (continued)

TASK	DELIVERABLE	REF NO.*	NO. OF COPIES	DUE DATE (calendar days)	EPA REVIEW PERIOD
6.2.2	Fact Sheets		3	As needed	10 days after receipt of fact sheet
6.6.4	Data Evaluation Summary Report		3	10 days after receipt of analytical results from laboratory	15 days after receipt of report
6.7	Letter Reports		3	21 days after receipt of PRP design submittal	14 days after receipt of letter report

*See Attachment 3 for list of references

Attachment 2
Work Breakdown Structure (WBS) for Remedial Design Oversight (RDO)

6.0 Remedial Design Oversight
- .01 Project Planning and Support
  - .01 Project Planning
    - .01 Attend Scoping Meeting
    - .02 Conduct Site Visit
    - .03 Evaluate Existing Information
    - .04 Oversight Work Plan Development
      - .01 Draft Oversight Work Plan Development
        - .01 Develop Narrative
        - .02 Develop Cost Estimate
        - .03 Internal QA & Submission
      - .02 Final Oversight Work Plan Preparation
        - .01 Attend Negotiation Meeting
        - .02 Modify Draft Work Plan and Cost Estimate
        - .03 Internal QA & Submission
    - .05 Review PRP Plans
      - .01 Review PRP Site Management Plan
        - .01 Review PRP Pollution Control & Mitigation Plan
        - .02 Review PRP T&D Plan
      - .02 Review PRP Health & Safety Plan
      - .03 Review PRP Sampling & Analysis Plan (Chemical Data Acquisition Plan)
        - .01 Review PRP Quality Assurance Project Plan
        - .02 Review PRP Field Sampling Plan
        - .03 Review PRP Data Management Plan
      - .04 Other PRP Plan(s)
  - .02 Preparation of Site-Specific Plans
    - .01 Not used
    - .02 Develop Health & Safety Plan
    - .03 Sampling & Analysis Plan (Chemical Data Acquisition Plan)
      - .01 Quality Assurance Project Plan
      - .02 Field Sampling Plan
      - .03 Data Management Plan
    - .04 Other Plan(s)
  - .03 Project Management
    - .01 Prepare Periodic Status Reports
      - .01 Document Cost and Performance Status
      - .02 Prepare/Submit Invoices
    - .02 Meeting Participation/Routine Communications
    - .03 Maintain Cost/Schedule Control System
    - .04 Perform Value Engineering
    - .05 Perform Engineering Network Analysis
    - .06 Manage, Track, and Report Equipment Status
    - .07 Work Assignment Closeout
  - .04 Subcontract Procurement/Support Activities
    - .01 ID and Procurement of Subcontractors
      - .01 Not used –Drilling Subcontractor
      - .02 Not used –Surveying Subcontractor

.03 Not used–Geophysical Subcontractor
.04 Not used–Site Preparation Subcontractor
.05 Analytical Services Subcontractor(s)
.06 Not used–Waste Disposal Subcontractor
.07 Not used–Treatability Subcontractor(s)
.08 Other(s)
.02 Contractor QA Program
.03 Perform Subcontract Management
.02 Community Relations
.01 Community Relations Plan (CRP) Development
.01 Conduct Community Interviews
.02 Update CRP
.01 Draft CRP
.02 Final CRP
.02 Prepare Fact Sheets
.03 Public Hearing, Meetings, & Availability Support
.01 Technical Support
.02 Logistical & Presentation Support
.03 Public Notice Support (writing, or placement of)
.04 Maintain Information Repository/Mailing List
.03 Data Acquisition Oversight
.01 Mobilization/Demobilization Oversight
.01 Not used–ID field support equipment/supplies/facilities
.02 Mobilization Oversight
.01 Site Preparation
.01 Perform Demolition
.02 Clearing and Grubbing
.03 Perform Earthwork
.01 Provide Borrow Pit
.02 Construct Haul Roads
.04 Construct Roads/Parking/Curbs/Walks
.05 Install Storm Drainage/Subdrainage
.06 Install Fencing/Site Security
.02 Installation of Utilities
.01 Install Electrical Distribution
.02 Install Telephone/Communication System(s)
.03 Install Water/Sewer/Gas Distribution
.04 Install Fuel Line Distribution
.03 Construction of Temporary Facilities
.01 Construct Decontamination Facilities
.02 Construct Sample/Derived Waste Storage Facility
.03 Construct Field Offices
.04 Construct Mobile Laboratory
.05 Construct Other Temporary Facilities
.03 Demobilization Oversight
.01 Removal of Temporary Facilities
.02 Site Restoration
.02 Field Investigation
.01 Site Reconnaissance Oversight
.01 Ecological Resources Reconnaissance
.02 Well Inventory
.03 Residential Well Sampling
.04 Land Survey
.05 Topographic Mapping
.06 Field Screening

.02 Geological Investigations Oversight (Soils/Sediments)
.01 Surface Soil Sample Collection
.03 Air Investigations Oversight
.04 Hydrogeological Investigations Oversight–Ground Water
.01 Well Systems Installation
.02 Collect Samples
.03 Hydro Punch
.04 Tidal Influence Study
.05 Hydraulic Tests (Pump Tests)
.06 Ground-Water Elevation Measurement
.05 Hydrogeological Investigations Oversight–Surface Water
.06 Waste Investigation Oversight
.07 Geophysical Investigation Oversight
.08 Ecological Investigation Oversight
.09 Contaminated Building Samples Oversight
.10 Disposal of Investigation-Derived Waste Oversight
.11 Prepare Data Acquisition Oversight Reports
.04 Sample Analysis of Splits
.01 Screening-Type Laboratory Sample Analysis
.01 Analyze Air/Gas Samples
.01 Organic
.02 Inorganic
.03 Radiochemistry
.02 Analyze Ground-Water Samples
.01 Organic
.02 Inorganic
.03 Radiochemistry
.03 Analyze Surface Water Samples
.01 Organic
.02 Inorganic
.03 Radiochemistry
.04 Analyze Soil/Sediment Samples
.01 Organic
.02 Inorganic
.03 Radiochemistry
.05 Analyze Waste (Gas) Samples
.01 Organic
.02 Inorganic
.03 Radiochemistry
.06 Analyze Waste (Liquid) Samples
.01 Organic
.02 Inorganic
.03 Radiochemistry
.07 Analyze Waste (Solid) Samples
.01 Organic
.02 Inorganic
.03 Radiochemistry
.08 Analyze Biota Samples
.01 Organic
.02 Inorganic
.03 Radiochemistry
.09 Analyze Bioassay Samples
.10 Perform Bioaccumulation Studies
.02 CLP-Type Laboratory Sample Analysis
.01 Analyze Air/Gas Samples

.01 Organic
.02 Inorganic
.03 Radiochemistry

.02 Analyze Ground-Water Samples
.01 Organic
.02 Inorganic
.03 Radiochemistry

.03 Analyze Surface Water Samples
.01 Organic
.02 Inorganic
.03 Radiochemistry

.04 Analyze Soil/Sediment Samples
.01 Organic
.02 Inorganic
.03 Radiochemistry

.05 Analyze Waste (Gas) Samples
.01 Organic
.02 Inorganic
.03 Radiochemistry

.06 Analyze Waste (Liquid) Samples
.01 Organic
.02 Inorganic
.03 Radiochemistry

.07 Analyze Waste (Solid) Samples
.01 Organic
.02 Inorganic
.03 Radiochemistry

.08 Analyze Biota Samples
.01 Organic
.02 Inorganic
.03 Radiochemistry

.09 Analyze Bioassay Samples

.10 Perform Bioaccumulation Studies

.05 Analytical Support and Data Validation of Split Samples

.01 Prepare and Ship Environmental Samples
.01 Ground-Water Samples
.02 Surface and Subsurface Soil Samples
.03 Surface Water & Sediment Samples
.04 Air Samples
.05 Biota Samples
.06 Other types of media sampling and screening

.02 Coordinate with appropriate Sample Management personnel

.03 Implement EPA-approved Laboratory QA program

.04 Provide Sample Management (Chain of Custody, sample retention, & data storage)

.05 Perform Data Validation
.01 Review analysis results against validation criteria
.02 Provide written Documentation of validation efforts

.06 Data Evaluation of Split Samples

.01 Data Useability Evaluation/Field QA/QC

.02 Data Reduction, Tabulation and Evaluation
.01 Evaluate Geological Data (Soils/Sediments)
.02 Evaluate Air Data
.03 Evaluate Hydrogeological Data –Ground Water
.04 Evaluate Hydrogeological Data –Surface Water
.05 Evaluate Waste Data

.06 Evaluate Geophysical Data
.07 Evaluate Ecological Data
.03 Modeling
.01 Contaminant Fate and Transport
.02 Water Quality
.03 Ground Water
.04 Air
.05 Other Modeling
.04 Develop Data Evaluation Report
.07 Review PRP Remedial Design Documents
.01 Review Preliminary Design
.01 Project Delivery Strategy and Scheduling
.02 Preliminary Construction Schedule
.03 Specifications Outline
.04 Preliminary Drawings
.05 Basis of Design Report/Design Analysis
.06 Preliminary Cost Estimate
.07 PRP Description of Variances with ROD
.08 PRP Response to Design Review Comments
.09 Participate in Preliminary Design Review/Briefing
.02 Review Intermediate Design
.01 Construction Schedule
.02 Preliminary Specifications
.03 Intermediate Drawings
.04 Basis of Design Report/Design Analysis
.05 Revised Cost Estimate
.06 PRP Description of Variances with ROD
.07 PRP Response to Design Review Comments
.08 Participate in Intermediate Design Review/Briefing
.03 Review Prefinal/Final Design
.01 Prefinal Design Specifications
.02 Prefinal Drawings
.03 Basis of Design Report/Design Analysis
.04 Revised Cost Estimate
.05 Final Design Submittal
.06 Participate in Prefinal/Final Design Review
.07 Subcontract Award Document(s)
.08 Biddability (offerability) and Constructability Reviews
.09 Revised Project Delivery Strategy
.10 Document VE Modifications
.07.02 (Not Used)
.08 Technical Meeting Support
.09 Work Assignment Close Out
.01 Return Documents to Government
.02 File Duplication/Distribution/Storage
.03 File Archiving
.04 Microfiche/Microfilm/Optical Disk
.05 Prepare Closeout Report

Attachment 3
Regulations and Guidance Documents

The following list, although not comprehensive, comprises many of the regulations and guidance documents that apply to the RD process:

1. American National Standards Practices for Respiratory Protection. American National Standards Institute Z88.2-1980,March 11, 1981.
2. ARCS Construction Contract Modification Procedures September 89, OERR Directive 9355.5-01/FS.
3. CERCLA Compliance with Other Laws Manual, Two Volumes, U.S. EPA, Office of Emergency and Remedial Response, August 1988 (DRAFT), OSWER Directive No. 9234.1-01and -02.
4. Community Relations in Superfund –A Handbook, U.S. EPA, Office of Emergency and Remedial Response, June 1988, OSWER Directive No. 9230.0-3B.
5. A Compendium of Superfund Field Operations Methods, Two Volumes, U.S. EPA, Office of Emergency and Remedial Response, EPA/540/P-87/001a, August 1987, OSWER Directive No. 9355.0-14.
6. Construction Quality Assurance for Hazardous Waste Land Disposal Facilities, U.S. EPA, Office of Solid Waste and Emergency Response, October 1986, OSWER Directive No. 9472.003.
7. Contractor Requirements for the Control and Security of RCRA Confidential Business Information, March 1984.
8. The Data Quality Objectives Process for Superfund: Interim Final Guidance, U.S. EPA, EPA/540/R-93/071, September 1993.
9. Engineering Support Branch Standard Operating Procedures and Quality Assurance Manual, U.S. EPA Region IV, Environmental Services Division, April 1, 1986 (revised periodically).
10. EPA NEIC Policies and Procedures Manual, EPA-330/9-78-001-R, May 1978, revised November 1984.
11. Federal Acquisition Regulation, Washington, DC: U.S. Government Printing Office (revised periodically).
12. Guidance for Conducting Remedial Investigations and Feasibility Studies Under CERCLA, Interim Final, U.S. EPA, Office of Emergency and Remedial Response, October 1988, OSWER Directive NO. 9355.3-01.
13. Guidance on EPA Oversight of Remedial Designs and Remedial Actions Performed by Potential Responsible Parties, U.S. EPA Office of Emergency and Remedial Response, EPA/540/G-90/001, April 1990.
14. Guidance on Expediting Remedial Design and Remedial Actions, EPA/540/G-90/006, August 1990.
15. Guidance on Remedial Actions for Contaminated Ground Water at Superfund Sites, U.S. EPA Office of Emergency and Remedial Response (DRAFT), OSWER Directive No. 9283.1-2.
16. Guide for Conducting Treatability Studies Under CERCLA, U.S. EPA, Office of Emergency and Remedial Response, Prepublication version.
17. Guide to Management of Investigation-Derived Wastes, U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9345.3-03FS,January 1992.
18. Guidelines and Specifications for Preparing Quality Assurance Project Plans, U.S. EPA, Office of Research and Development, Cincinnati, OH, QAMS-004/80, December 29, 1980.
19. Health and Safety Requirements of Employees Employed in Field Activities, U.S. EPA, Office of Emergency and Remedial Response, July 12, 1982, EPA Order No. 1440.2.
20. Interim Guidance on Compliance with Applicable of Relevant and Appropriate Requirements, U.S. EPA, Office of Emergency and Remedial Response, July 9, 1987, OSWER Directive No. 9234.0-05.
21. Interim Guidelines and Specifications for Preparing Quality Assurance Project Plans, U.S. EPA, Office of Emergency and Remedial Response, QAMS-005/80, December 1980.
22. Methods for Evaluating the Attainment of Cleanup Standards: Vol. 1, Soils and Solid Media, February 1989, EPA 23/02-89-042; vol. 2, Ground water (Jul 1992).
23. National Oil and Hazardous Substances Pollution Contingency Plan; Final Rule, Federal Register 40 CFR Part 300, March 8, 1990.
24. NIOSH Manual of Analytical Methods, 2nd edition. Volumes I-VII for the 3rd edition, Volumes I and II, National Institute of Occupational Safety and Health.

25. Occupational Safety and Health Guidance Manual for Hazardous Waste Site Activities, National Institute of Occupational Safety and Health/Occupational Health and Safety Administration/United States Coast Guard/Environmental Protection Agency, October 1985.
26. Permits and Permit Equivalency Processes for CERCLA On-Site Response Actions, February 19, 1992, OSWER Directive 9355.7-03.

27. Procedure for Planning and Implementing Off-Site Response Actions, Federal Register, Volume 50, Number 214, November 1985, pages 45933-45937.
28. Procedures for Completion and Deletion of NPL Sites, U.S. EPA, Office of Emergency and Remedial Response, April 1989, OSWER Directive No. 9320.2-3A.
29. Quality in the Constructed Project: A Guideline for Owners, Designers and Constructors, Volume 1, Preliminary Edition for Trial Use and Comment, American Society of Civil Engineers, May 1988.
30. Remedial Design/Remedial Action (RD/RA) Handbook, U.S. EPA, Office of Solid Waste and Emergency Response (OSWER), 9355.0-04B,EPA 540/R-95/059, June 1995.
31. Revision of Policy Regarding Superfund Project Assignments, OSWER Directive No. 9242.3-08, December 10, 1991. [Guidance, p. 2-2]
32. Scoping the Remedial Design (Fact Sheet), February 1995, OSWER 9355-5-21 FS.
33. Standard Operating Safety Guides, U.S. EPA, Office of Emergency and Remedial Response, November 1984.
34. Standards for the Construction Industry, Code of Federal Regulations, Title 29, Part 1926, Occupational Health and Safety Administration.
35. Standards for General Industry, Code of Federal Regulations, Title 29, Part 1910, Occupational Health and Safety Administration.
36. Structure and Components of 5-Year Reviews, OSWER Directive No. 9355.7-02,May 23, 1991. [Guidance, p. 3-5]
37. Superfund Guidance on EPA Oversight of Remedial Designs and Remedial Actions Performed by Potentially Responsible Parties, April 1990, EPA/540/G-90/001.
38. Superfund Remedial Design and Remedial Action Guidance, U.S. EPA, Office of Emergency and Remedial Response, June 1986, OSWER Directive No. 9355.0-4A.
39. Superfund Response Action Contracts (Fact Sheet), May 1993, OSWER Publ. 9242.2-08FS.
40. TLVs-Threshold Limit Values and Biological Exposure Indices for 1987-88, American Conference of Governmental Industrial Hygienists.
41. Treatability Studies Under CERCLA, Final. U.S. EPA, Office of Solid Waste and Emergency Response, EPA/540/R-92/071a, October 1992.
42. USEPA Contract Laboratory Program Statement of Work for Inorganic Analysis, U.S. EPA, Office of Emergency and Remedial Response, July 1988.
43. USEPA Contract Laboratory Program Statement of Work for Organic Analysis, U.S. EPA, Office of Emergency and Remedial Response, February 1988.
44. User 's Guide to the EPA Contract Laboratory Program, U.S. EPA, Sample Management Office, August 1982.
45. Value Engineering (Fact Sheet), U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9355.5-03FS,May 1990.

Attachment 4

TRANSMITTAL OF DOCUMENTS FOR ACCEPTANCE BY EPA		DATE:	TRANSMITTAL NO.
TO:	FROM:		☐ New Transmittal ☐ Resubmittal of Transmittal No. _____

SUBTASK NO.	DELIVERABLE	NO. OF COPIES	REMARKS

ACCEPTANCE ACTION	
DOCUMENTS FOUND ACCEPTABLE (LIST BY SUBTASK NO.)	NAME/TITLE/SIGNATURE OF REVIEWER _____ DATE _____

Attachment 5

TRANSMITTAL REGISTER								
PROJECT TITLE AND LOCATION				CONTRACT NO.			WORK ASSIGNMENT NO.	
Subtask No.	DELIVERABLE	No. of Copies	Due Date	Transmittal No.	Date Received	Date Comments Sent to Contractor	EPA Acceptance Date	REMARKS